

The Japan Foundation, New Delhi Specifications for the relocation of goods of the Centre's facilities.

1. Name of Work

Relocation of Goods of the Centre's facilities of the Japan Foundation, New Delhi

2. Place of performance

Location of removal of goods from the present address 5-A, Ring Road, Lajpat Nagar IV, New Delhi, and to the new address Green Park A-13, New Delhi

(1) Place of removal

Name: The Japan Foundation, New Delhi Former Office Ground Floor, 1st floor, 2nd floor, 3rd floor, Basement

Address: 5-A, Ring Road, Lajpat Nagar IV, New Delhi

Number of floors: 4 above ground, 1 basement level, elevator available

(2) Delivery location

Name: The Japan Foundation, New Delhi New Office 1st floor, 2nd floor, 3rd floor

Address: Green Park A-13, New Delhi

3. Period of Work

The period of performance of this work shall be from the date of contract to May 31, 2023(Wed)

#### 4. Scope of Work

(1) To relocate the goods, etc. (as shown in the attached "Shifting Items list") from the location to be designated by the recipient.

(2) No curing is required for the removal location. Curing shall be carried out at the delivery location for parts that are deemed to be at risk of being damaged, after consultation with the client.

(3) The contractor shall also pack books, documents, etc. in boxes and pack excavated artifacts in containers, etc., which are prerequisites for carrying in and out of the site.

(4) Carrying in/out, dismantling, assembly and installation of goods

A. The items to be transported are listed in the attached "Shifting Items list". However, in the event that the list does not match the actual items, there is an error in the list, or any other unforeseen situation occurs during the performance of this work, the supplier shall be contacted, and instructions shall be received. In addition to the list, there may be some other items that are not included in the list. In addition to the list, some fixtures, etc., may be moved, and it is to be understood that there may be slight variations by the date of relocation, and the items shall not be subject to change except in the case of a significant increase or decrease in quantity.

B. With respect to the moving in and out of goods, especially art works and goods that are deemed to require careful handling, the supplier shall have a thorough discussion with the client and perform the work with care to avoid accidents during operation and damage to the goods.

#### 5. Management of operations

The contractor shall submit a "Work Plan" (any form) to the orderer at least three days prior to the start of on-site work to prepare for removal and shall perform the

work after receiving confirmation. After completion, the contractor shall promptly submit a "Work Completion Report" for confirmation.

#### 6. Other

(1) In the performance of the work, the contractor shall proceed with the work in a safe and accident-free manner.

(2) When relocating goods, etc., the supplier shall exercise the utmost care and take all possible measures for their management.

(3) Any other matters not specified in these specifications or any questions concerning these specifications shall be discussed with the client on a case-by-case basis.

3rd Floor							
S. No.	Location	Location Details	Item Name	Size etc. (Reference)	Qty	Relocation A-13, Green Park	Remak
1	3F	Pantry Side	Refrigerator	Whirlpool 292L	1	4F	Pantry
2	3F	Pantry Side	Microwave	LG	1	4F	Pantry
3	3F		Room Cooler	Symphony	1	4F	
4	3F		Room heater	Usha FH812T	3	4F	
5	3F		Pedestal fan		3	4F	
6	3F		Usha standing fan		1	4F	
7	3F		Wall Clock		3	4F	
8	3F		Weighing Machine		1	4F	
9	3F		Fumigation Machine	31 x 31 x 20 cm	1	4F	
10	3F		Stationary Items	Confirmation at the time of briefing		4F	
11	3F		Cutting machine	61 x 26 x 8 cm	1	4F	
12	3F		Tablets		10	4F	
13	3F		Desklop		1	4F	Account Room
14	3F		Laptop		15	4F	
15	3F		Portable Printer	PIXMA iP100	1	4F	
16	3F		Microphone		1	4F	
17	3F		DSLR Camera		3	4F	
18	3F		Camera stand		2	4F	
19	3F		Projector		3	4F	
20	3F		Headphone		4	4F	
21	3F		DVD player		3	4F	
22	3F		Small Speaker		2	4F	
23	3F		Photocopier machines	IR-ADV C3830	1	4F	
24	3F	DG room	Smaller printers	Canon G4010	1	4F	DG Room
25	3F	Pantry Side	Water dispensers		1	4F	
26	3F		Shredder(Small)	Gobbler GS15CD Plus 36 x 34 x 48 cm	1	4F	
27	3F		Vaccum Cleaning Machine	Amsterdam 315	1	4F	
28	3F	Pantry Room	Pantry Items	Confirmation at the time of briefing		4F	Pantry Room
29	3F	TTC Team	TTC Text Books		283 Approx.	4F	
30	3F	TTC Team	Teacher's reference books		90 Approx.	4F	
31	3F	TTC Team	A4 Envelopes		150 Approx.	4F	
32	3F	TTC Team	A4 White cardboard sheets		100 Approx.	4F	
33	3F	Art & Culture Team	Documents (Files)	Confirmation at the time of briefing		4F	
34	3F	Art & Culture Team	CDs	Confirmation at the time of briefing		4F	
35	3F	Art & Culture Team	Poster	Confirmation at the time of briefing		4F	
36	3F	Art & Culture Team	Books	Confirmation at the time of briefing		4F	
37	3F	Store Room	Yukata etc	Confirmation at the time of briefing		4F	
38	3F	Pailings		56 x 78 cm appox	5	4F	
39	3F	Common area	Official Documents & Account Documents	Confirmation at the time of briefing		4F	
40	3F	DG room	Official Documents & Account Documents	Confirmation at the time of briefing		4F	DG room
41	3F	DG room	Safety Box Small	Godrey 20 x 21 x 30 cm	2	4F	DG room
42	3F	DG room	Safety Box Large	OZONE 45 x 40 x 76 cm	1	4F	DG room
43	3F	DG room	Others (Traditional Items)	Confirmation at the time of briefing		4F	DG room
44	3F	Near elevator	Trolley small & large	Refer to the attached sheet	2	4F	

2nd Floor							
S. No.	Location	Location Details	Item Name	Size etc. (Reference)	Qty	Relocation A-13, Green Park	Remak
1	2F	Teacher's Room	Refrigerator	Sharp 185L	1	4F	Pantry
2	2F	Teacher's Room & WiJ Room	Microwave	Panasonic & BPL	2	4F	Pantry
3	2F		Room heater	Usha FH812T	1	4F	
4	2F		Pedestal fan		3	4F	
5	2F	Teacher's Room	Table fan		1	4F	plan to purchase
6	2F		Wall Clock		5	4F	
7	2F	Teacher's Room	Photocopier machines	IR-ADV C3830	1	4F	
8	2F	Teacher's Room & WiJ Room	Shredder(Small)	STEADFAST 36 x 24 x 40 cm	1	4F	
9	2F		Water dispensers		1	Still Area	
10	2F	Teacher's Room	Stationary Items	Confirmation at the time of briefing		4F	
11	2F	Right corner small room	LED TV	Sony 56" LED TV	1	4F	DG Room ?
12	2F	Class Room	LED TV	Sony 50" LCD TV	1	2F	Class room
13	2F	Teacher's Room	Lamination Machine	42 x 22 x 16 cm	1	4F	
14	2F	Teacher's Room	Culture Materials	Confirmation at the time of briefing		4F	
15	2F	Teacher's Room	Class materials	Confirmation at the time of briefing		4F	
16	2F	Teacher's Room	Text Books		1000 approx.	4F	
17	2F	Teacher's Room	Teacher's reference books		800 approx.	4F	
18	2F	Teacher's Room	Suitcases	69cms & 80cms	2	4F	
19	2F	Right corner small room	WiJ Promotional Items	Confirmation at the time of briefing		4F	
20	2F	Teacher's Room & WiJ Room	Kettle	Prestige & Philips	2	4F	Pantry
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1st Floor							
S. No.	Location	Location Details	Item Name	Size etc. (Reference)	Qty	Relocation A-13, Green Park	Remak
1	1F		Books		14000 approx.	3F	
2	1F	Issue Counter	Card printing machine	FARGO DTC1250e	1	3F	Issue Counter
3	1F		Safety Box	Godrej safe	1	3F	
4	1F		RFID book reader	45 x 32 x 4 cm	1	3F	
5	1F	Issue Counter	Desklops		2	3F	Issue Counter
6	1F		Stationary	Confirmation at the time of briefing		3F	
7	1F		Wooden trolley	Refer to the attached sheet	1	3F	
8	1F		Wooden step	Refer to the attached sheet	1	3F	
9	1F		Costume		16	3F	
10	1F		Magazine steel racks	49 x 34 x 129 cm	4	3F	
11	1F		CDs		700 approx.	3F	
12	1F		Paintings	56 x 78 cm appox.	3	3F	
13	1F		Wall Clock		1	3F	

14	1F		Photocopier machine	Konica 205i	1	3F	
15	1F	Librarian Room	Smaller printers	Canon G2000	1	3F	Librarian Room
16	1F		Water dispensers		1	3F	
17	1F		Table of copier machine	61 x 61 x 42 cm	1	3F	
18	1F		Shredder	36 x 24 x 59 cm	1	3F	
19	1F		LED TV	Sony Bravia 20" TV	3	2F	Meeting Room(2) Hall (1)
20	1F	Landing of the stairs	Stone washbasin	Refer to the attached sheet	1	Stilt Area	

**Ground Floor**

S. No.	Location	Location Details	Item Name	Size etc. (Reference)	Qty	Relocation A-13, Green Park	Remak
1	GF	HALL	Oil heater room		3	4F	
2	GF		Notice stand (grey)		1	2F	
3	GF		Wall Clock		2	2F	
4	GF		Water dispensers		1	2F	
5	GF		Hand sanitizer machine at entrance	Size	1	2F	Reception
6	GF	HALL	Aluminium folding stair		1	2F Hall	
7	GF	HALL	Dias/podium	Refer to the attached sheet	1	2F Hall	
8	GF	HALL	TATAMI mat	86cm x 86cm x 6cm	9	2F Hall	
9	GF	HALL	Cushion seat	180cm x 46cm x 14.5cm	9	2F Hall	
10	GF	HALL	Cooler	TATA Voltas 64 x 50 x 105 cm	1	Stilt Area	
11	GF	HALL	Table tennis stand	Refer to the attached sheet	1 set	BF	
12	GF	Outside	Stone Lantern	Refer to the attached sheet	1	Stilt Area	
13	GF		Hand held metal detector		1	Stilt Area	
14	GF		LED TV	Sony Smart TV	1	2F	Reception
15	GF		Pailings	56 x 78 cm approx.	2	2F	

**Basement Floor**

S. No.	Location	Location Details	Item Name	Size etc. (Reference)	Qty	Relocation A-13, Green Park	Remak
1	BF		Lamp	Refer to the attached sheet	1	Hall	
2	BF		Belt Partition		10	Stilt Area	
4	BF		LED TV	Toshiba 20" LED TV	1	4F	Conference Room

## Traditional Items & Others

S. No.	Location	Location Details	Item Name	Image	Qty	Size W × D × H (cm)	Relocation A-13, Green Park	Remak
1	3F		Foldable Trolley(Small)		1	75 x 48 x 22 cm	4F	
2	3F		Foldable Trolley(Large)		1	90 x 62 x 20 cm	4F	
3	1F		Wooden trolley		1	92 x 61 x 115 cm	3F	
4	1F		Wooden step		1	46 x 46 x 46 cm	3F	
5	1F		Stone washbasin		1	D 45 x H 19 cm	Stilt Area	

## Traditional Items & Others

6	GF	Outside	Stone Lantern		1	D 45 x H 19 cm	Stilt Area	Can be disassembled into 4 parts
7	BF		Lamp		1	D 24 x H 120 cm	2F	
8	GF	HALL	Dias/podium		1	60 x 50 x 124 cm	2F	
9	GF	HALL	Table tennis stand		1Set	153 x 46 x 155 cm (2 PCS)	BF	